

STATE PROCUREMENT OFFICE

RELEASE DATE: June 3, 2015

PUBLIC NOTICE No. PN-15-008-SW

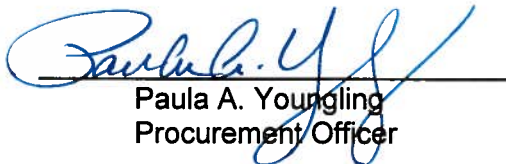
APPLICATIONS FOR QUALIFIED CONSULTING FIRMS TO PROVIDE ACCOUNTING SERVICES

GS 0510

WILL BE RECEIVED BY 4:00 P.M. (HST) ON

JUNE 18, 2015

VIA E-MAIL TO BE SENT TO SHAWN.L.RICHEY@HAWAII.GOV, LOCATED AT THE STATE
PROCUREMENT OFFICE. QUESTIONS MAY BE DIRECTED TO MR. SHAWN RICHEY VIA
E-MAIL.


Paula A. Youngling
Procurement Officer

STATE OF HAWAII
NOTICE to PROSPECTIVE APPLICANTS
FOR PROFESSIONAL SERVICES

Accounting Services
GS 0510
PN-15-008-SW

Pursuant to Hawaii Revised Statutes (HRS), Section 103D-304, the Hawaii State Procurement Office (SPO), on behalf of the Department of Accounting and General Services (DAGS), is publishing this notice to invite persons engaged in providing Professional Accounting Services to submit current statements of qualifications and expressions of interest to support anticipated DAGS accounting requirements during Fiscal Year 2016.

SPO will prepare a "list" of qualified consultants for Professional Accounting Services to be utilized throughout the fiscal year. Additional notices for professional services may be issued if (1) the response to the initial notice is inadequate; (2) the response to the initial notice does not result in adequate representation of available sources; or (3) previously unanticipated needs for professional services arise. Additional notices will be posted on the SPO's Procurement Notices for Solicitation website at: <http://spo3.hawaii.gov/notices/notices>.

The Consultant will be required to provide select schedules for the State's Comprehensive Annual Financial Report (CAFR) and departmental financial statements for the State of Hawaii (State) to improve the timeliness and accuracy of the CAFR deliverables. Schedules may include, but not be limited to modified accrual fund binders; adjusting/reclassifying journal entries and supporting schedules; and work papers such as Fixed Assets, Construction-In-Progress, and Vouchers Payable.

Persons interested in being considered for award shall submit the required information and completed attachments, as outlined in this notice, no later than **June 18, 2015, 4:00 p.m. HST**.

BACKGROUND MATERIALS

The following table provides a list of attachments and document links that provide available materials related to this notice. Interested Offerors are encouraged to review this information in order to gain a thorough understanding of the Accounting Services that may be required. Inclusion of any department/agency listed below does not indicate or imply that the department/agency will purchase services as a result of this notice and the State is under no obligation to purchase such services.

Table 1. Background Materials

		Attachment Name or Document Link
1	State of Hawaii CAFR, June 30, 2014	http://ags.hawaii.gov/accounting/annual-financial-reports/
2	Financial Audit of the State of Hawaii Department of Health Drinking Water Treatment Revolving Loan Fund, June 30, 2014	Attachment A-1
3	Financial Audit of the State of Hawaii Department of Health Water Pollution Control Revolving Fund, June 30, 2014	Attachment A-2

4	Department of Transportation – Airports Division Financial Statements and Supplemental Schedules, June 30, 2014 and 2013	Attachment A-3
5	Harbors Division, Department of Transportation Financial Statements and Supplemental Information, June 30, 2014 and 2013	Attachment A-4
6	Hawaii Community Development Authority Financial Audit, June 30, 2014	Attachment A-5
7	Hawaii Employer-Union Health Benefits Trust Fund Financial Statements and Supplemental Information, June 30, 2014 and 2013	Attachment A-6
8	Hawaii Health Systems Corporation Financial Report with Other Supplemental Information, June 30, 2014	Attachment A-7
9	Hawaii Housing Finance and Development Corporation Financial and Compliance Audit, June 30, 2014	Attachment A-8
10	Department of Commerce and Consumer Affairs Hawaii Hurricane Relief Fund Financial Statements and Supplemental Schedule, June 30, 2014 and 2013	Attachment A-9
11	Hawaii Public Housing Authority Financial Statements, June 30, 2014	Attachment A-10
12	Hawaii Tourism Authority (A Component Unit of the State of Hawaii) Financial Statements, June 30, 2014	Attachment A-11
13	2014 Annual Financial Report University of Hawaii	Attachment A-12
14	Fiscal Year 2014 CAFR Financial Information instructions and templates	http://ags.hawaii.gov/accounting/cafr-and-state-single-audit-forms/

MINIMUM QUALIFICATIONS BY CATEGORY

Category #1 – Financial Reporting

- Must be a Certified Public Accounting firm licensed in the State of Hawaii.
- The firm's Principal supervising the work shall be a licensed Certified Public accountant in the State of Hawaii.
- Within the last five years, must have a minimum of 2,000 hours of experience in preparing governmental financial statements and notes to the financial statements in accordance with Generally Accepted Accounting Principles (GAAP).
- Must have experience working with the State of Hawaii systems including Financial Accounting Management and Information Services (FAMIS) and FAMIS Datamart, or applicable departmental financial system. (See OF-3 attached)

Category #2 – Schedule Preparation

- Must be a Certified Public Accounting firm licensed in the State of Hawaii.
- Within the last five years, must have a minimum of 2,000 hours of experience in governmental accounting.
- Must have experience working with applicable State of Hawaii systems and source documents which may include Financial Accounting Management and Information Services (FAMIS) and FAMIS Datamart, Fixed Asset Inventory System (FAIS), applicable departmental financial system, Treasury Deposit Receipts (TDRs), Purchase Orders (POs), Contracts, Summary Warrant Vouchers (SWVs), Journal Vouchers (JfVs), or other applicable source documents. (See OF-3 attached)

CONTRACT SCOPE BY CATEGORY

Category #1 – Financial Reporting

- Provide assistance in preparing high level financial reports in accordance with Generally Accepted Accounting Principles (GAAP) which may include:
 - Comprehensive Annual Financial Report (CAFR) financial statements
 - Departmental financial statements
 - Notes to the financial statements

Category #2 – Schedule Preparation

- Provide assistance in preparing accounting schedules used to prepare the CAFR and/or departmental financial statements.
- Services may include providing assistance in preparing the following:
 - Departmental information - which may include, Cash Held Outside the State Treasury, Investments Held Outside the State Treasury, Office Supplies, Prepaid Expenses, Vouchers Payable, Accrued Payroll, Other Accrued Liabilities, Revenue Bonds Payable, Lease Commitment Footnote Disclosure, Accrued Vacation and Sick Leave.
 - Fixed Asset and Accumulated Depreciation - which may include Fixed Asset and Roll Forward summary and details including beginning balances, additions, disposals, change increases/decreases, transfers in/out, Construction-In-Progress (CIP) analyses.
 - Post-closing entries and supporting schedules – which may include adjusting/reclassifying entries required for fair presentation of the budgetary control financial statements, entries that need to be booked in order to convert budgetary control financial statements to modified accrual and full accrual
 - Other schedules required for preparation of the CAFR.

PERFORMANCE PERIOD

The period of performance for this contract shall be from July 1, 2015 to June 30, 2016.

PARTICIPATING JURISDICTIONS

The following jurisdictions are not required but may use the resulting vendor list. Participating jurisdictions are allowed to purchase from other contractors; however, HRS chapter 103D and

the procurement rules apply to purchases by using the applicable methods of procurement and its procedures. The decision to use this vendor list is at the discretion of the participating jurisdictions.

- Executive Department/Agencies
- Department of Education (DOE)
(Excludes Charter Schools)
- Hawaii Health Systems Corporation (HHSC)
- Office of Hawaiian Affairs (OHA)
- University of Hawaii (UH)
- House of Representatives (House)
- Senate
- Judiciary
- City and Count of Honolulu
- Honolulu City Council
- Honolulu Board of Water Supply
- Honolulu Authority for Rapid Transportation (HART)
- County of Hawaii
- Hawaii County Council
- County of Hawaii-Department of Water Supply
- County of Maui
- Maui County Council
- County of Maui-Department of Water Supply
- County of Kauai
- Kauai County Council
- County of Kauai-Department of Water

ADDITIONAL FEDERAL REQUIREMENTS

Offerors are on notice that some Participating Entities may be receiving funds from various federal government grants and/or programs. Orders from these entities may be subject to additional requirements in accordance with federal law and specific federal agreements. Additional requirements could include not awarding to vendors who are found on the List of Excluded Parties, complying with additional federally-required contract clauses, and providing representations and certifications (debarment, restrictions on lobbying, etc.) applicable to certain federally-assisted grants/agreements. As such, Offerors should be aware that these purchase documents will vary from orders issued by agencies not subject to federal requirements.

INFORMATION TO BE SUBMITTED

- Completed Offer Form (OF-1). Offer Form (OF-1) is attached to this Public Notice. This form must be completely filled out. Failure on the part of the Offeror to meet this requirement may result in the applicant to be determined "non-qualified."
- Response to Sections I, II, III, and IV below.

SUBMITTAL FORMAT

The Submittals shall be sectioned as follows:

Section I – Statement of Interest

- Letter of interest indicating the name of the firm or individual, principal place of business, and location of all of its offices.

Section II – General Background

- The age of the firm and its average number of employees over the 5 past years; or the period of time the individual has been in business.
- A short paragraph, not more than one half page typed, describing the firm and its capabilities.

Section III – Education, Training, and Experience

- The education, training, and qualifications of key individual(s) that will be performing the applicable service;
- Statement of qualifications highlighting the firm's or individual's qualifications, expertise, and experience.
- Any other relevant information on the firm's or individual's experience, expertise, and past performance including but not limited to the quality of work, cost, and ability to meet schedules.
 - Submit a resume for each key individual as evidence of his/her education, training, and background experience.
 - Submit Government Experience form (OF-3)

Section IV – References and Additional Literature/Information

- The names and phone numbers of up to five clients, as provided on appropriate Offeror References Form, page OF-2, who may be contacted including at least two for whom services were rendered during the preceding year.

Offeror References Form (OF-2) is attached to this Public Notice and must be completely filled out. Failure on the part of the Offeror to meet this requirement may result in the applicant to be determined "non-qualified."

SELECTION PROCESS

After the list of qualified applicants are determined, agencies may evaluate and contract for services as needed, during the fiscal year. Selection of professional services will be made in accordance with Section 103D-304, Hawaii Revised Statutes and Section 3-122, Subchapter 7, Hawaii Administrative Rules.

The selection criteria employed in descending order of importance shall be:

1. Experience and professional qualifications relevant to project type.
2. Past performance on projects of similar scope for public agencies or private industry, including corrective actions and other responses to notice of deficiencies.
3. Capacity to accomplish the work in the required time.

Contract scope, term of performance, and price shall be negotiated with the highest ranked (most qualified) applicant(s).

Attachments: Application for Accounting Services (OF-1)
 Offeror References Form (OF-2)
 Government Experience Form and Example (OF-3)
 Background Materials (Attachments A-1 to A-12)